

CSC Adopted: October 2001 CSC Revised: _____**Class Title: Animal Services Supervisor****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Manages and coordinates the Animal Services Division and Security Division of the zoo. Oversees and develops animal nutrition, health and breeding programs. Acts as a resource to the media and the public.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Supervises animal services, security and other staff by providing training and guidance, overseeing horticulture and maintenance in the director's absence, coordinating all programs involving animal staff and security, and training and evaluating volunteers and docents.
2	M	Coordinates animal management by managing breeding, maintenance, and veterinary programs, coordinating the care of injured wildlife, ordering supplies, researching acquisitions, veterinary problems, permits, and wildlife regulations.
3	L	Communicates with the public, the media and the Zoological Institution by responding to inquiries and complaints, participating in interviews, and providing guidance and receiving assistance from other zoological professionals.

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CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Three years experience in animal management.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read pathology reports, blueprints and technical journals.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division as well as calculate medication dosages and medical conversions.
Writing	Work requires the ability to write technical reports, exhibit proposals and animal reports.
Managerial	Managerial responsibilities include managing daily activities, overseeing breeding programs, coordinating the education of keepers and managing security personnel.
Budget Responsibility	Researches for documents, compiles data for computer entry, and/or enters or oversees data entry and has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than bureau size.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Observing animals, vet procedures and assistance, supervision of animals
Sitting	F	Computer, desk work, meetings
Walking	F	Vet and keeper assistance, throughout grounds and project areas
Lifting	F	Animals, supplies, vet equipment, tools, boxes, crates, ladders, medications, transport kennels, animal restraint equipment, animal food or feed
Carrying	F	Animals, supplies, vet equipment, tools, boxes, crates, ladders, medications, transport kennels, animal restraint equipment, animal food or feed
Pushing/Pulling	F	Animal moves, shift doors
Reaching	R	Animal capture/netting, shift doors
Handling	F	Animals, supplies, vet equipment, tools, boxes, crates, ladders, medications, transport kennels, animal restraint equipment, animal food or feed
Fine Dexterity	R	Animal surgery or administering medications to animals
Kneeling	O	Animal care, vet procedures, exhibit repair, animal retrieval
Crouching	O	Animal care, vet procedures, exhibit repair, animal retrieval
Crawling	R	Animal care, vet procedures, animal retrieval, exhibit repair
Bending	F	Getting into cages, handling animals, retrieval of animals, exhibit repair
Twisting	F	Getting into cages, exhibit repair, retrieval of animal
Climbing	R	Stairs, ladder, fences, railings
Balancing	O	Walking on pen walls or railings, roofs, fences
Vision	C	Computer, desk work, reading, writing, inspections, observations, supervision of animals, surveillance of kennels and examination of sick or injured animals
Hearing	C	Telephone, co-workers, staff, customers, vendors, animal distress
Talking	C	Telephone, co-workers, staff, customers, vendors, animals
Foot Controls	R	Driving
Other (specify)	C	Smelling - Detecting animal odors

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Snake tongs, nets, blowguns, capture CO2, guns, rifles, shotguns, x-ray machine

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	D	Dirt and Dust	D
Chemical Hazards	D	Extreme Temperatures	D
Electrical Hazards	W	Noise and Vibration	M
Fire Hazards	N	Fumes and Odors	D
Explosives	N	Wetness/Humidity	D
Communicable Diseases	D	Darkness or Poor Lighting	M
Physical Danger or Abuse	D		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	X
Other (see 2 below)	X

(1)

(2) Zoo grounds

PROTECTIVE EQUIPMENT REQUIRED:

Gloves, mask, x-ray apron

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	R
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)